



**Town of Arlington, Massachusetts**  
**730 Massachusetts Ave., Arlington, MA 02476**  
**Phone: 781-316-3000**

**webmaster@town.arlington.ma.us**

## **Library Trustees Minutes 06-19-2003**

**Robbins Library Board of Trustees**  
June 19, 2003

### Call to Order

The meeting was called to order at 7:40 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

### Approval of Minutes

The minutes of the May 6<sup>th</sup> meeting were approved as written on a motion by Ms. Fennelly; seconded by Mr. Murphy.

### Communications

A letter was received from librarian Osee Mallio thanking the Board for its retirement gift to her. Ms. Muldoon suggested that the trustees send a thank-you note to the library's Finance Committee liaisons, John Deyst and Mary Margaret Franclemont, for their assistance with the budget process. A suggestion was also made to send a thank-you note to the owners of Elements Restaurant for hosting a library fundraiser.

### FY04 Budget

Ms. Loud distributed spreadsheets showing the breakdown of the FY02, FY03 and FY04 budgets showing the differences in what was budgeted in FY03 and what has been budgeted for FY04.

### Discussion of Trust Funds

Ms. Muldoon reviewed the trust fund spending thus far. There are some minor unspent funds, including money in the Staff Development and Public Relations line items. Ms. Muldoon asked the trustees to ponder where the trust fund allocations should be made this upcoming fiscal year, as part of a long-range strategic plan. Ms. Muldoon will provide a detailed trust fund report at the next meeting.

### Video/DVD Rental Collection

At its last meeting, the Friends of the Library Board of Directors voted to allocate a sum of up to \$6,000 as seed money for the video and DVD rental collections. Ms. Deal made a motion to accept this offer and launch a pilot program in the fall; seconded by Ms. Fennelly. Passed unanimously.

### Library Fines

Ms. Loud distributed a chart showing the fine schedules for each of the forty-one libraries in the Minuteman Library Network. Discussion took place about the possibility of raising overdue fines at the Robbins and Fox libraries. Ms. Fennelly made a motion; seconded by Ms. Deal, to raise fines on adult materials to 15 cents per item per day (from 10 cents). Fines on children's materials would stay as they are at 5 cents per item per day. The motion passed, with Ms. Ruderman voting present.

### Communication with Friends of Fox

The trustees want to work cooperatively with this group. Ms. Loud proposed appointing branch librarian Page Lindsay as the official liaison between the Fox Friends group and the Robbins Library. A motion to support this idea was made by Ms. Fennelly; seconded by Mr. Murphy. Passed unanimously.

### Policy on Bulletin Boards and Distribution of Free Literature

Ms. Loud proposed amending the policy regarding posting materials on public bulletin boards. The revised policy was accepted unanimously on a motion by Ms. Fennelly; seconded by Ms. Ruderman. An amendment to the policy on distribution of free literature was also proposed. Ms. Fennelly made a motion to accept the revision; seconded by Ms. Deal. Passed with one abstention.

### Requests from Organizations to Charge Fees at Programs

Two groups reserving space in the library's Community Room requested permission to charge meeting attendees. Ms. Fennelly made a motion to deny these requests, affirming the existing policy that all meetings be free and open to the public; seconded by Ms. Ruderman. Passed unanimously.

### Election of Officers

Ms. Deal reported on the efforts of the nominating committee. The following slate of officers for FY04 was proposed: Chair – Frank Murphy, Vice-Chair- Susan Ruderman, Trust Fund Liaison – Barbara Muldoon, Russell Fund Liaison – David Castiglioni. Ms. Deal made a motion to accept the slate; seconded by Ms. Fennelly. Passed unanimously.

### Other

Ms. Deal reported that Sue Miller has been secured as a speaker for the fall author program. Details will be discussed at a future meeting.

### Adjournment

The meeting was adjourned at 9:50 PM on a motion by Mr. Murphy; seconded by Ms. Deal. Meetings in FY04 will begin at **7:15 PM**. The next meeting will be held on Tuesday, August 19<sup>th</sup>.

Respectfully submitted,

Cynthia Diminture

